



MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager *FC*
Bureau of Communication and Computer Services

DATE: January 29, 2001

SUBJECT: Basic and Advanced P-Phone Training

The Division of Telecommunications will be conducting Basic and Advanced P-Phone Training sessions in Springfield on February 27 and 28, 2001.

The training will include instruction on how to accurately complete P-Sheets, as well as, how to use the technology.

The basic training will cover:

- P-Phone models
- P-Phone compatibility with other equipment
- How to complete key sheets
- Basic P-Phone terminology and features

The advanced training will cover:

- Advanced features (i.e. group intercom paging)
- How to look up P-Phone features in Centrex- Mate

Basic P-Phone Training

February 27, 2001

9 a.m. – 12 p.m.

Room 203, LLCC Capital City Center

130 West Mason Street, Springfield

Advanced P-Phone Training

February 28, 2001

9 a.m. – 12 p.m.

Room 203, LLCC Capital City Center

130 West Mason Street, Springfield

We strongly urge you to take advantage of this opportunity. To enroll in one or both sessions, please contact Melissa Camille at 217/557-9400 (or by e-mail at melissa_camille@cms.state.il.us) before February 22, 2001.

We look forward to seeing you.